



**JWC VACANCY**  
**NOTICE 241609**

**This vacancy notice is for a NATO International Civilian to temporarily fill a Nationality Undetermined military post for two years on a definite duration contract. Pending a review of the position, a further contract of up to two additional years may be offered.**

**Job Title:** Section Head (Accounting and Treasury)

**NATO Body:** Joint Warfare Centre (JWC)

**Primary Location:** Stavanger, Norway

**Schedule:** Full-Time

**Salary (Pay Basis):** 109,015.00 NOK Monthly

**Grade:** G17 / A-3

**Clearance Level:** NATO Secret (NS)

**Application Deadline:** 12 January 2025

**Description**

“Are you an experienced accounting and finance leader looking for a challenging opportunity to apply your expertise in an international organization? Join us at NATO’s Joint Warfare Centre (JWC) as the **Head of Accounting & Treasury**, where you will lead a dedicated team in a dynamic, multinational environment, driving financial integrity and enabling strategic decision-making across a range of critical fiscal operations. This key role places you at the core of financial management within NATO, providing an opportunity to shape and guide the financial future of the JWC while supporting the delivery of its mission. If you're a proactive leader with a passion for excellence, international collaboration, and financial stewardship, we want to hear from you!”

## SUMMARY

The JWC plans, prepares, and executes static and distributed joint operational level training in support of Warfare Development and Warfighting readiness. The Staff Advisory Group (SAG) provides general staff support, coordination, management, administrative service, and specialists' advice to the Commander/DCOM/COS. The Office of Budget & Finance (BUDFIN) is responsible for supervising the application and propriety of fiscal, budgetary and procurement policies and controls across all organisational elements of the JWC. The Accounting and Treasury Section is responsible for conducting all accounting, fiscal and treasury activities for JWC and supported entities as directed.

The Section Head (Accounting & Treasury) provides advisory support, training and instruction within the above mentioned areas and Fiscal and Treasury support to the NCIA and personnel from other agencies on-site, and the NEC CCIS SSC at Kolsaas, through Service Level Agreements.

## REPORTS TO

Head (Budget and Finance)

## PRINCIPAL DUTIES

The incumbent's duties are:

- Ensures JWC financial accounts are maintained and administered in line with NATO Financial Regulations (NFR's), International Public Sector Accounting Standards (IPSAS), NATO and Allied Command Transformation (ACT) accounting policies.
- Ensures the financial limits established in the NFRs and as delegated by ACT Financial Controller are correctly reflected in the financial systems
- Controls and validates the commitment of funds for procurement when satisfied that proposed contracts and requests for expenditure comply with the NFRs and implementing directives.
- Oversees the management of Accounts Receivable, Accounts Payable and payroll processes. Administers the reimbursable process, ensuring timely issuance of invoices to recover payments made on behalf of 3rd parties.
- Automates routine tasks and optimise processes. Reduces paper based activities through digitisation, enhancing workflow, data integrity and increasing the workload capacity of the team in order to scale rapidly to absorb increased activity.
- Oversees financial reconciliations, develop financial dashboards and metrics providing financial insights and key performance indicators to improve decision making.

- Responsible for reclaiming taxes paid by the Joint Warfare Centre and supported entities, as per the agreement between NATO and the Host Nation (Norway). Liaises with Norwegian authorities and administrations regarding JWC financial topics.
- Oversees and manages the treasury function ensuring cash flow is monitored and, calls for contributions and advances of contributions are made to ACT HQ as necessary.
- Effectively manages JWC and supported entities bank accounts and JWC banking relationships.
- Ensures robust financial controls are implemented in order to safeguard financial assets and minimise risks. Responsible for data integrity within the financial systems.
- Coordinates with audit functions to ensure compliance to rules and regulations and timely resolution of audit issues.
- Responsible for identifying and recording fixed and tangible assets as per IPSAS and NATO accounting rules .
- Ensures timely, accurate and compliant financial reporting, producing Financial Statements for consolidation at ACT HQ.
- Reviews financial processes and policies on a regular basis. Contributes to JWC financial strategy and provides accounting expertise and guidance to JWC and across ACT / NATO as requested.
- Leads, mentors and develops the Accounting & Treasury team, fostering collaboration across the Budget and Finance team and ensuring high performance.
- Represents the Financial Controller JWC on Boards, Committees, Working Groups and as directed, forms part of the Budget & Finance leadership team and deputises when necessary the Head of Budget & Finance. Liaises with the ACT Head of Accounting on a regular basis, contributes to best practice sharing and implements accounting policies and procedures as directed.
- Carries out special projects and other duties as directed by the Financial Controller.

Legal Authority Details: Legally accountable for banking arrangements with financial institutions and cash management arrangements negotiated with external NATO bodies.

Budget Authority Details: Holds delegated authority to commit the organisation to funding obligations - making commitments to spend money.

Decision Authority Details: Authority to make decisions within the assigned sub-functional area. Such decisions should be also coordinated within the functional area of the HQ and with the same sub-functional area in lateral, subordinate and superior HQs.

Such decisions may affect the commitment of the command within NATO to a course of action.

## **ESSENTIAL QUALIFICATIONS**

### **Education/Training**

- University Degree in accounting, finance, management, business administration, public administration or related discipline and 4 years post related experience, or
- Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related and 2 years function related experience.
- Formal training in accounting or financial management is essential. Officers should have directed or assisted in directing the accounting or fiscal work in a prior assignment.

### **Experience**

- A recognised professional accountancy qualification or certification.
- At least four years' experience in a financial position with managerial responsibilities.
- At least three years' experience in an accounting function.
- Hands-on experience using computerised financial and/or banking systems.

### **Language**

English – Upper Intermediate/Advanced

## **DESIRABLE QUALIFICATIONS**

### **Professional Experience**

- Work experience in a supervisory capacity in an international or public sector environment will be an advantage.
- Prior employment in NATO or knowledge of NATO organisation, roles and operations will be advantageous.
- Experience in use of financial accounting and administrative systems relevant to the post.

### **Language**

Norwegian – Intermediate

## ATTRIBUTES/COMPETENCIES

- Personal Attributes: Very good interpersonal, communication and negotiation skills are required, and, in dealing with commercial suppliers, a high degree of personal integrity is essential. Maturity, firmness and balanced behaviour are required. Good professional judgement is required in balancing price, quality and delivery factors. Must be a skillful communicator, both verbally and in writing, and be able to argue diplomatically and convincingly on sensitive issues with officials of same and higher rank and to convey highly complex and technical matters. As an instructor, the incumbent must be able to both produce and present information to a training audience. Good health. The incumbent must be able to work under pressure. Must be able to travel regularly on temporary duty.
- Managerial Responsibilities: Manages Accounting and Treasury Branch staff, assigning duties and responsibilities and supervising their performance of delegated Fiscal and Treasury functions; manages the induction and training of staff in the rules and regulations that govern Fiscal and Treasury functions and in the operation of the NATO Financial Management System to execute their tasks.
- Professional Contacts: Receives functional guidance and responds to tasks from the Supreme Allied Commander Transformation (SACT) Accounting & Treasury (A&T) and coordinates regularly with A&T staff at other HQs. Exchanges information with Host Nation agencies to maintain situational awareness of financial regulations. Co-ordinates work closely with Fund Managers and BUDFIN staff. Deals with a wide range of JWC staff who have financial responsibilities. Represents the JWC view at the Bilateral Strategic Commands (Bi-SC) A&T Conference. Liaises with the International Board of Auditors for NATO (IBAN) audit team to facilitate their annual audit visit.
- Contribution to Objectives: Directly impacts the sustainability of JWC operations through efficient accounting of resources. Produces annual financial statements, and other intermittent financial statements as directed by the Financial Controller. Reports JWC financial position to the Financial Controller at intervals set by the Financial Controller, and in the event of a significant change of position.
- Supervisory Responsibilities: Directs and supervises the work priorities of a major unit in the HQ, providing professional guidance and instruction to the staff of the organisational element. Provides general guidance and advice within the assigned sub-functional area. Dependent on requirements may be required to direct and supervise the work priorities of one or more HQ multifunctional teams. There are first line reporting responsibilities for the following number of staff: 1x OR-7; 2x B5/G12.  
This post may be required to deputise for TWC GSBX 0010 - Head (Budget and Finance) - A-4/G20.

## WORK ENVIRONMENT

The work is normally performed in an office environment.

NOTE: The work both oral and written in this post and in this headquarters as a whole is conducted mainly in English.

## HOW TO APPLY FOR A NATO CIVILIAN POST AT JWC:

JWC, as an equal opportunities employer, values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. We welcome applications from nationals of all NATO Member States and strongly encourage women to apply.

Applications are to be submitted, in English, using the NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en>). Applications submitted by other means (e.g. mail, e-mail, fax, etc) will not be accepted.

NTAP allows for the adding of attachments. Candidates are to attach a copy of the qualification(s)/certificate(s) covering the highest level of education and vocational qualifications held to support their application.

Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed or re-submit the application.

## Applications will not be accepted after the deadline.

### Remarks:

**Notes for candidates:** The candidature of NATO redundant staff at grade G17 / A-3 will be considered before any other candidates.

**Notes for NATO Civilian Human Resources Managers:** if you have qualified redundant staff at grade G17 / A-3, who wish to be considered for this post, please advise JWC Civilian HR no later than the closing date.

### Contract:

This post is limited to a definite duration of two years. There is no guarantee that the post will continue beyond that period. The successful applicant will be offered a two year definite duration employment contract. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

### Salary:

Starting basic salary is NOK 110,935.00 per month (tax-free). Additional allowances may apply depending on the personal circumstances of the successful candidate. For further details see [NATO Terms & Conditions](#).

For any queries, please contact the Joint Warfare Centre Recruitment Team at [civ.recruitment@jwc.nato.int](mailto:civ.recruitment@jwc.nato.int)